



Job Opportunity – Resource Management Coordinator

The Irvine Ranch Conservancy is a non-profit, non-advocacy organization with 50 full-time, part-time, and seasonal employees and nearly 400 volunteers. Our mission is to protect, restore, and enhance the natural resources of nearly 50,000 acres of protected open space on the Irvine Ranch Natural Landmarks in perpetuity, and to provide diverse opportunities for compatible public enjoyment through scientific, recreational, and educational initiatives and programs.

The Conservancy has an opening for a full time **Resource Management Coordinator**. The Resource Management Coordinator is responsible for implementing a variety of field-oriented tasks related to the Conservancy's management of open space, with an emphasis on implementation of the Conservancy's Invasive Plant Management Program. The resource management coordinator independently carries out invasive control-related tasks, including: reconnaissance and digital mapping, early detection/rapid response, contractor coordination and scheduling, spot-spraying and manual control. The person in this position will assist and lead volunteer stewardship activities and trainings.

The successful candidate will possess the following:

- **Education** –Bachelor's degree in ecology, plant science, horticulture, natural resource management or related field and **2 years of work experience in land management.**
- **Experience**
 - Familiarity with flora and plant communities of the region.
 - Experience with safe use and maintenance of a variety of field tools and backpack sprayers.
 - Field monitoring experience and familiarity with GPS and GIS.
 - Current possession or willingness to obtain /maintain necessary licenses or certifications such herbicide application (e.g. Qualified Applicator's License or Certificate), first aid, CPR.
 - Strong knowledge of MS Office, including database knowledge, in order to maintain projects records and reports.
- **Teamwork** - Expected to interact with staff at all levels within the organization and partner organizations, including land owners, contractors, volunteers, and the community.
- **Organization** – Coordinates multiple diverse projects with several variables, sets realistic deadlines, and manages a timeline with high quality results.
- **Communication Skills** – Clearly and accurately communicates ideas and objectives to others, provides information to assist workflow.
- **Adaptability** – Adapts or modifies processes or systems in response to changing circumstances.
- **Problem Solving** – Resolves routine problems; consults with senior staff or other team members to resolve unusual or complex problems.

Benefits: The Conservancy offers industry-leading benefits including paid holidays, vacation, and sick leave; medical insurance; dental and vision insurance; life and short- and long-term disability insurance; optional retirement plan with company match, HSA, FSA, dependent care plan, and optional long term care insurance.

How to Apply: Visit irconservancy.applicantpro.com to submit your **resume** and **cover letter**.

The Irvine Ranch Conservancy is an Equal Opportunity Employer